



Chapter 1 - Introduction

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1.10 About the Manual

1.10.10

May 1, 1999

Policies in this manual are minimum standards

The purpose of this manual is: 1) to provide control and accountability over financial and administrative affairs of Washington State Government, and 2) to assist agencies in gathering and maintaining information needed for the preparation of financial statements.

The policies and procedures in this manual are the minimum requirements that state agencies must meet. An agency may adopt additional policies and procedures in greater detail, or use additional or alternative supporting documentation, as long as the agency meets the required minimum standards.

1.10.20

May 1, 1999

Authority for these policies

The Office of Financial Management (OFM) is required by the Budget and Accounting Act (RCW 43.88.160) to establish a Generally Accepted Accounting Principles (GAAP)-based accounting system and procedures, as necessary, to provide for accountability of the state's assets and compliance to its laws and regulations.

1.10.30

May 1, 1999

Applicability

All agencies of the state of Washington must comply with this manual, unless otherwise exempted by statute. RCW 43.88.020 defines the term "Agency" to mean and include "every state office, officer, each institution, whether educational, correctional or other, and every department, division, board and commission, except as otherwise provided."

Agencies may request a waiver from complying with specific requirements of this manual. Refer to Subsection 1.10.40 for information on how to request a waiver.

1.10.40

July 1, 2005

How do I request a waiver to a policy?

Pursuant to RCW 43.88.160(1), agencies may submit a written request for a waiver from complying with specific requirements of a policy. The request must be approved in writing by OFM before the waiver takes effect. Waivers automatically expire at the end of the fiscal biennium for which they were granted and are to be reapproved in writing to remain in force for the ensuing biennium. A copy of the waiver granted is provided to the appropriate legislative fiscal committees.

It is recommended that agencies discuss any policy waiver requests in advance with their assigned agency accounting consultant.

Please submit written request to:

Office of Financial Management
Accounting Division
P.O. Box 43113
Olympia, WA 98504-3113

1.10.50

June 1, 2002

How do I request OFM approval for an alternative policy or procedure?

Some policies allow an agency, with OFM's approval, to adopt an alternative policy or procedure. This process is a one time approval process, as opposed to the biennial policy waiver procedure.

It is recommended that agencies discuss any alternative policy or procedure requests in advance with their assigned agency accounting consultant.

Please submit written request to:

Office of Financial Management
Accounting Division
P.O. Box 43113
Olympia, WA 98504-3113

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June 1, 2002

How to contact us

Please contact us if you have questions about the policy manual.

You can e-mail us at: ofm.policy.manual@ofm.wa.gov

Or call: (360) 664-7652

Or write:

Office of Financial Management
Accounting Division
P.O. Box 43113
Olympia, WA 98504-3113



1.20

How to Use This Manual

1.20.10

July 1, 2003

How the manual is organized

The first half of this manual focuses on **administrative topics**. Users with a hard copy of the manual will find these chapters in Volume I.

- 1 - Introduction
- 10 - Travel
- 12 - Transportation
- 15 - Personal Service Contracts
- 16 - Client Service Contracts
- 20 - Internal Control & Auditing
- 25 - Payroll
- 30 - Capital Assets
- 35 - Inventories
- 40 - E-Commerce
- 45 - Purchase Cards
- 50 - Federal Compliance
- 55 - Audit Tracking
- 60 - Moving Expenses
- 65 - Financial Services Agreements
- 70 - Other Administrative Regulations

The second half of the manual focuses on **accounting topics**. Users with a hard copy of the manual will find these chapters in Volume II.

- 75 - Uniform Chart of Accounts
- 80 - Accounting Policies
- 85 - Accounting Procedures
- 90 - State Reporting
- 95 - Federal Assistance Reporting

1.20.20

May 1, 1999

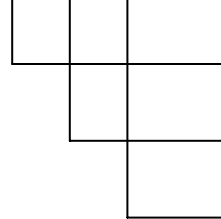
How the manual is numbered

The manual has three layers of organization:

- Chapters - The major subjects of the manual
- Sections - Define the major topics within a subject
- Subsections - The actual policies

The policies in this manual are numbered using a three part code which reflects these levels.

30.10.40



The first number is the Chapter number.

The second number is the Section number.

The third number is the Subsection number.

1.20.30
May 1, 1999

Page layout

References the
first subsection
number on each
page

Subsection
number

The effective
date of this
policy subsection

Page number
within the chapter

A diagram of a page layout with various annotations. The page content includes a header with '1' and 'Introduction', a subsection header '1.10.40 How do I request a waiver to a policy?' with an effective date 'May 1, 1999', a paragraph of text, a request submission instruction, an office address, and a footer with 'State Administrative & Accounting Manual' and 'Issued by: Office of Financial Management'. Annotations with arrows point to specific elements: 'References the first subsection number on each page' points to '1.10.40' in the header; 'Subsection number' points to '1.10.40' in the subsection header; 'The effective date of this policy subsection' points to 'May 1, 1999'; 'Page number within the chapter' points to '2' in the footer; 'Chapter number and title' points to '1 Introduction'; and 'Subsection Title' points to 'How do I request a waiver to a policy?'.

1.10.40

1
Introduction

1.10.40 How do I request a waiver to a policy?
May 1, 1999

Agencies may request a waiver from complying with specific requirements of this manual. The request is to be in writing and be approved in writing by OFM before the waiver takes effect. Waivers automatically expire at the end of the fiscal biennium for which they were granted and are to be reapproved in writing to remain in force.

Please submit written request to:

Office of Financial Management
Accounting Division
P.O. Box 43123
Olympia, WA 98504-3123

State Administrative & Accounting Manual
2

Issued by: Office of Financial Management

Chapter number
and title

Subsection
Title

1.20.40

May 1, 1999

Other tools within the manual

- Subject Index –** The on-line version of the manual provides direct links from the index to the referenced subsection. A complete index has been provided in the front of each volume of the hard-copy manual.
- Forms Index –** An index of all the forms found in the manual. A complete forms index has been provided in each volume of the hard-copy manual.
- Glossary –** The on-line version of the manual provides direct links from referenced words in the policies to the glossary. A complete glossary has been provided in each volume of the hard-copy manual.